



NewquayCouncil

CorporateService

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Councillor Community Fund

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This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

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1. Policy Background

- 1.1 This policy defines the way the Town Council operates its Councillor Community Fund Scheme.
- 1.2 The Councillor Community Fund is a key part of Members' local role and an important strand of the Town Council's ward support.
- 1.3 The Councillor Community Fund Scheme aims to provide much needed funding within local communities where important local projects and activities are taking place, and where those projects are unable to access other funding sources and/or are not eligible for larger funding pots.
- 1.4 The Town Council has established a small grant pot of £250 per Councillor (Newquay Town Council has 20 councillors) that they can allocate to projects run by not-for-profit groups that will benefit their local communities.
- 1.5 You can ask more than one Councillor to support your project, but funds will not be aggregated/pooled to increase the grant that can be awarded. The Council has a separate grant fund for projects of larger scale and size.
- 1.6 The maximum grant any organisation can receive is £250 enabling the Council to support a number of community projects/organisations per year.
- 1.7 Projects/activity requiring funds above £250 will be directed to the Council's Grants Policy and the appropriate application form issued i.e. not the Community Fund paperwork
- 1.8 This Community Fund will operate on a first come first served basis
- 1.9 This scheme runs alongside the Council's General Grant Policy which are aimed at larger projects and higher grant funding requests.

2. Policy Statement

- 2.1 An award under this scheme is any payment made by Newquay Town Council to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the community, either generally, or for a specific purpose and which is not directly controlled or administered by Newquay Town Council.
- 2.2 The purpose of this fund is to support a number of small scale, local initiatives in a specific ward and to help create opportunities for the residents of Newquay that are not, as a matter of course, funded by Newquay Town Council or Cornwall Council and are so small that they are unlikely to obtain funding from external funding opportunities and the General Grants fund.
- 2.3 Newquay Town Council funding could be used as match for a larger project, but the Council will need to see the offer letter(s) from other grant funders that confirm this position and any timescales/key milestones regarding project delivery and completion.

3. Decision Making (Councillor Community Fund Panel)

- 3.1 Applications from the community can only be submitted after they have contacted their local councillor, discussed their project with them and received their support.
- 3.2 If a Councillor has any interest in the approaching organisation, they will be redirected to another Councillor in their ward who may wish to support the proposed project/activity.
- 3.3 It is recommended that support is evidenced by email and that applications are submitted swiftly.
- 3.4 The Council has established a Scheme of Delegation which gives officers operational decision making within Council approved budgets, which are agreed annually as part of the precept and council tax demand process.
- 3.5 The Councillor Community Fund will be administered by Committee Clerks, who will assemble application paperwork and carry out initial checks to ensure that all necessary information has been provided to enable decisions to be made.
- 3.6 Given the low value of grant awards under this policy, decisions to award a grant will be taken by The Democratic Services Manager in consultation with the Councillor named in the application form and based on the information provided in that paperwork.
- 3.7 The application form will be proportionate to the level of funding that can be awarded. It will therefore be light touch compared to the Grant Policy application process which is in place to support grants above £250.
- 3.8 Decisions taken by Officers, in consultation with the respective Councillor, will be recorded in table form and will include:
 - the organisations name
 - date application received
 - funding awarded/award amount or if the application is rejected the reasons/grounds for rejection
 - a brief description of the project or community activity
 - the Councillor who has approved use of their £250 Community Fund budget
 - where a Councillor has a Disclosable or Non-registerable interest in any prospective application coming forward, they must make the organisation making the approach aware and redirect them to another town Councillor (preferably in the same ward).
 - As a safeguard position, the Democratic Services Manager will ask the Councillor if they have any interest in any application for a grant before making the decision to award/refuse any grant.
- 3.9 Decision Record sheets will be published and reported to the relevant Committee for information
- 3.10

4 Applications which are not usually eligible

The Town Council will not consider applications for or from the following (unless in exceptional circumstances for some criteria):

- 4.1 Statutory services
- 4.2 Expeditions or trips
- 4.3 Replacement for statutory funding
 - Bursaries or scholarships
 - 4.5 Projects outside of the Newquay Parish and does not provide a significant strategic advantage to Newquay or the specific ward of the member being asked to support the funding
- 4.4 Individuals (unless there is a strategic advantage to funding an activity/project/expense i.e. someone is struggling to pay for equipment or travel to represent the Town at an international competition)
- 4.5 Hospitality
- 4.6 National Charities
- 4.7 Salaries or routine administration costs
- 4.8 "Upward funders", i.e. local groups whose fund raising is sent to their central HQ for redistribution.
- 4.9 Private organisations operated as a business to generate a profit or surplus
- 4.10 Costs of routine maintenance and repair of equipment (unless in exceptional circumstances)
- 4.11 Projects with party political links
- 4.12 Lobbying, political and/or campaigning activities.
- 4.13 Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion
- 4.14 Projects which discriminate on the grounds of race or religion
- 4.15 Applications in excess of £250 from a member's community fund
- 4.16 Projects which do not benefit the relevant Newquay Ward or Community of Newquay at Large
- 4.17 To 'branches' that could be funded by their main organisation
- 4.18 For buildings that are uninsured
- 4.19 The project competes or conflicts with any position, service, project or event being supported, organised or funded by Newquay Town Council
- 4.20 Applications from organisations with substantial unallocated resources will not be considered a priority for funding and will usually be unsuccessful
- 4.21 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 4.22 Projects or organisations that have had funding already provided to them by Newquay Town Council through a separate grant fund within a clear 12 calendar month period

5 Guidelines for Grant Applications and Further Information

- 5.1 In most cases, if an application has been successful in the past, then there will be a limit to the number of times the same or similar application can be requested again. This will be determined on a case-by-case basis.
- 5.2 It is a condition of any funding award that the group or project must bring direct benefit to the residents of Newquay or specifically those within the ward to which the member(s) represent(s). All applications must clearly demonstrate how this will be achieved.
- 5.3 Application forms must be submitted in a complete form to be considered. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided at the time of submission. Incomplete application forms and/or any missing information will result in the application being rejected. Applicants will be informed of the reason(s) for rejection, and they can reapply at any time. Any delay in resubmission may result in funding being awarded to another community group/project.
- 5.4 Any award will be subject to terms and conditions that may be applied at the time including full adherence to these terms and conditions including holding insurances and spending the funds as agreed. Failure to provide evidence when requested of this, will mean the grant must be returned to the Town Council and the main applicant will be personally liable for this.
- 5.5 Applications cannot be made retrospectively.
- 5.6 Applications from religious groups etc. will be considered where a clear benefit to the wider community/ward can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
- 5.7 Newquay Town Council will only consider providing aid to churches for parish clocks and possibly for environmental purposes. Church Halls can also be grant aided if they are used by the community/ward residents at large.
- 5.8 Schools will only be eligible for environmental purposes or if, in the opinion of Newquay Town Council, their application is for the benefit of the wider community/ward residents. The project must also be in addition to current curriculum provision/statutory services. These types of applications will be encouraged to apply for funding through the Grant Policy Procedure..
- 5.9 Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community/ward within the Newquay parish.
- 5.10 Newquay Town Council reserves the right to reclaim the grant/funding in the event of it not being used for the purpose specified on the application form.
- 5.11 Grants will only be awarded for forthcoming projects – not retrospectively.
- 5.12 It must be understood that any grant must only be used for the purpose for which it was awarded unless the written approval of

Newquay Town Council has been obtained in advance for a change in use of the grant monies, and that any unspent portion of the grant must be returned to Newquay Town Council within 12 months of when the grant was awarded to the applicant.

- 5.13 Given the small sums being awarded through this Community Fund, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
- 5.14 Newquay Town Council reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured from other sources or own fund-raising activities.
- 5.15 In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funds approved will be only be available to the organisation when all other funding is in place/secured and for a period of 12 months from the date Newquay Town Council approves the request (unless otherwise determined by the Council when approving the grant).
- 5.16 Organisations seeking funds for buildings are likely to be directed to the General Grants Policy, but in any event must demonstrate a reasonable security of tenure in the relevant property.
- 5.17 On-going commitments to award grants or subsidies in future years will not be made. A fresh application will be required each time.
- 5.18 Newquay Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
- 5.19 Newquay Town Council reserves the right to refuse any grant/community fund application which is considered to be inappropriate or against the objectives of Newquay Town Council.
- 5.20 The recipient organisation must reference Newquay Town Council's grant contribution in any social media, publicity or news/media statements. Additionally, they should:
 - contact the local Councillor who has allocated their funding to the project so they can make any statement or provide a quote in any social media post or news release
 - send in a short post project report setting out the outcomes the funding helped deliver

6 Alternative Formats

- 6.1 Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by telephoning 01637 878388 or e-mailing the Town Clerk's Office office@newquay.gov.uk.

7 Freedom of Information

- 7.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.newquaycouncil.co.uk.

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Appendix 1 – Member Guidance

The following guidance provides advice to enable you to prioritise applications and assess them in a way that is clear and transparent to the public.

- The Town Council currently holds the General Power of Competence and as such is able to fund matters which are not normally open to Town and Parish Councils.
- Due to the restrictions on Town and Parish Councils in respect of single members cannot make decisions on behalf of the Council.
- The Council's Scheme of Delegation discharges operational matters to Officers and grant award decisions under this scheme will therefore be made by the Democratic Services Manager in consultation with the Councillor identified in the grant application paperwork to review their respective applications and determine their eligibility and award/refusal.
- In the event that there is any question as to whether an application meets the guidance, the Democratic Services Manager will seek to resolve this in discussion with the town councillor.. If it is not possible to resolve the matter at an informal level in this way, the issue will be referred to the Chair of the Governance & Resources Committee for a decision, having taken appropriate advice from a Director and/or the Town Clerk/RFO (if deemed appropriate). If the question arises from the Chair then it will be referred to the Vice-Chair of that Committee for decision.

The applicant's guidance provides various criteria which need to be met before any application is eligible for the grant. To assist the decision making on these applications, a short appraisal form has been devised which will be completed by a Committee Clerk to check that each of those criteria have been met.

- The form will be sent to you with any comments that are thought appropriate so that you are fully informed when responding to confirm you still support the application.
- Supporting comments will be recorded from both the Democratic Services Manager and the Councillor in a decision record sheet which will be reported to the relevant Committee for information.
- The scheme will run throughout the year, and applications may be made at any time during that period until your individual fund is fully allocated.
- You should bear in mind that in administering the scheme you must comply with the Code of Conduct for Members. Where a Councillor or Councillor's relative is a member of an organisation e.g. sits on the committee of their local village hall, that connection does not prevent that organisation making an application under the grant scheme. However, the Member must formally record any interest in respect of that membership on the appraisal

form/support statement. No grants can be made where the Member judges that they have a disclosable pecuniary interest or a non-registerable interest where the interest arises from a close association with a person (such as a friend or a family member) rather than a group or body. In these cases, the Councillor must declare their interest and redirect any prospective applicant to another Councillor in the same ward.

The Democratic Services Manager will ask Councillors if they have any interests to declare in any application/project prior to making any decision to award or refuse a grant request. If there is an interest, the Councillor can redirect the applicant to resubmit their application through another councillor who represents that ward.

- Members must not place any pressure on officers to influence their decision or to speed up the process or divert resources in order to assist with a specific application. Such activity will be reported to the Director of Resources and/or the Chief Executive , who will have a duty to recommend to the Governance & Resources or Full Council that the member's funding is removed for the remainder of the financial year.
- If you are in any doubt as to what is eligible or not, please refer to Appendix 2 in the first instance. More specialist and complex matters can be referred from the Democratic Services Manager to the Director of Resources and/or Chief Executive who will respond as soon as is practicable given their other priorities and workload.

Appendix 2 – Applicant Guidance

COUNCILLOR COMMUNITY FUND

Newquay Town Councillors each have a small grant allocation to assist projects in the Newquay Town Council area run by voluntary and community groups. The grants are for a wide range of groups and activities for example:

- Helping vulnerable children or adults
- Helping young people
- Providing facilities for older people
- Supporting community facilities
- Supporting local environment projects
- Helping to tackle community safety issues

The Councillor's Community Fund: Basic Rules

- Grants between £25 and £250 are available from each councillor.
- Applications for smaller project costs of up to £100 are particularly welcomed.
- For projects over £100 you should strive to obtain match funding from your own or other sources.
- Grants are not normally offered retrospectively to fill unexpected funding gaps; this means the project should not begin before a councillor community fund application has been approved.
- Repeat funding for regular public events and newsletters is permitted but the provision of funding does not indicate that future funding will be given and members/priorities may change over time.
- Grants are intended to support specific project costs only and not to be used for an organisation's running costs, staffing or administration costs.

What's eligible?

Applications should be for projects which deliver a clear and demonstrable benefit to the local community within the Councillor's electoral area. Here are some examples:

- Improvements to a community centre or village hall
- Starting a local history group
- Setting up and publishing a new parish newsletter
- Projects involving the wellbeing of older or younger people
- Planning and publishing village walks
- Purchase of play and exercise equipment for community use
- Local training schemes, Childcare schemes
- Projects that help tackle unemployment and its impacts
- Public events, festivals and exhibitions

- Additional winter Salt Bins (and refills) to be managed by local parish councils or residents' associations Improve resilience¹ and self-sufficiency of Communities

What's not?

- Retrospective funding to fill funding gaps not identified before project starts
- Salary or routine administration costs
- Political activities, lobbying or campaigning
- Exclusively religious activities (although faith groups may receive funding for community development or self-help activities. In this case the application must show that the project will bring wider community benefit and that the primary purpose of the activity is not religious)
- Projects which in the assessment of Newquay Town Council show actual or potential unlawful discrimination within the terms of the Equality Act 2010
- Statutory activities/requirements
- Funding of church buildings or associated costs
- Hospitality (catering and refreshment costs)
- Applications from individual private/commercial sector organisations (applications from not for profit groups that would benefit private/commercial sector organisations on a collective basis AND the wider community may be eligible depending on the specific details of the project; an example might be a community event in a town centre)
- Clothing/Uniform for the sole use of an individual
- Funding for national or regional projects (except those delivering specific benefits within the councillor's electoral area)
- Any activity that is at odds with any policy, activity or decision of Newquay Town Council

What type of groups are eligible?

Any locally constituted and recognised 'not for profit' organisation which seeks to serve the people of Cornwall will qualify. For example:

- Local action groups – young people, environmental, community associations, development trusts
- Scout, Guide, boys and girls brigade or similar local organisations
- Religious groups where the project will bring wider community benefit
- Local disability or other minority groups or organisations
- Village or community hall associations
- Royal British Legion and Services' benevolent societies
- Parent Teacher Associations (formally constituted)
- Organisations promoting the locality
- Nursery education groups
- Sports and recreation groups
- Other constituted/recognised 'not for profit' groups.

¹ The ability of a community to bounce back from adverse situations and adapt to change.

- Cornwall-wide, regional and national organisations are eligible, but only for projects based in the councillor's electoral area or delivering a clear and demonstrable benefit to the community within that division. The same applies for smaller groups based outside the electoral area.

How do I apply?

Step 1: Please read this guidance to ensure your project is eligible for funding under the Councillor Community Fund scheme. If you have any questions, contact your local Town Councillor.

Step 2: Contact your local Town Councillor to see if they are willing to support the application in principle and have sufficient funds in their Councillor Community Fund to do so. If the answer is yes, the Councillor will send you an application form or an online link to apply (if appropriate). You can ask more than one Councillor to support your project, but you must contact them individually.

Step 3: Fill in the application form, taking care to complete it fully. You will also need to include the supporting information listed on the form (see note below*). This will enable the application to be processed quickly and efficiently. If any information is missing, the form will be rejected. You can then resubmit your application form but could result in other projects coming forwards in the meantime and funding being used up.

Step 4: Send in/Submit the application form and any supporting information required. Your completed application will be assessed by a Committee Clerk in the Chief Executives Office to ensure it meets the guidance. It will then be sent to the Democratic Services Manager who will consult with the Councillor nominated/identified in the application form so that a decision can be made as to whether to approve the grant and the amount to be allocated. The Councillor who has provided in-principle support for your application will be required to confirm this to the Council's Committee Clerk and a record made. You can send your application in at any time during the year. However, this fund operates on a first come first served basis and once the funding has been used for that financial year, no more funding is available until the next financial year (funding is not secured and so future funds may be reduced or stopped depending on budget setting).

The decision by the Democratic Services Manager is final and there is no appeals procedure.

***Note on Supporting Information required:** We ask applicants to provide:

- (i) Written confirmation of any match funding awarded to the project (a copy of a letter or email from the match funder is sufficient)
- (ii) Copies of any quotations or estimates you have obtained for goods or services related to the project.
- (iii) A copy of your organisation's governing document (e.g. Constitution, Memorandum and Articles of Association, Trust Deed etc).
- (iv) A copy of your audited annual accounts

- (v) land registry documentation that confirms you are in control of any asset (land/building) where the grant will be spent (this relates to any land improvement/building works)

Advice

For more information, advice on potential projects, or to request an application form, please contact your local Town Councillor.